



Creating and Modifying Chart of Account Elements Related to HRIS Integration

HRIS Labor Distribution determines how payroll expenditures are posted to AFIS. It is supported by the following HRIS elements:

- Accounting Unit
- Activity
- Account Category

The New AFIS Function code has been selected as the primary element for HRIS Labor Distribution and will map to the HRIS Accounting Unit. From the Function code the majority of Chart of Account elements are inferred.

The mapping of HRIS Accounting Unit to the New AFIS is as follows:

HRIS Accounting Unit = New AFIS Department (Agency) Code (2) + New AFIS Function (10)

Example:

Agency/Department = ADA, Function = **GAO55221**

HRIS Accounting Unit = **ADGAO55221**

Procedure – Creating a Function

- Log into AFIS.
- Navigate** to the Page Search table.
 - In the **Description** field, enter **FUNC***
 - Click **Browse** or **Enter**
 - Select **Function** - FUNC

Description	Page Code
Function Category	FNCAT
Function Class	FNCLS
Function Group	FNGRP
Function Type	FNTYP
✓ Function	FUNC
Function Inference	FUNCINF

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C. Locate existing Function to be used as an example.

1. Click **Search**
2. In the **Fiscal Year**, enter **2016**
3. In the **Department** field, enter ***your department code***
4. Click **OK**

D. Create the new Function.

1. Select the record to copy – once selected there is a checkmark to the left of the fiscal year
2. Click **Copy**
3. Click **Paste**

	<u>Fiscal Year</u>	<u>Department</u>	<u>Function</u>	<u>Name</u>	<u>Active</u>	<u>Effective From</u>	<u>Effective To</u>
	2016	AAA	21180	BACK OF THE BILL ADJUSTMENTS	Yes		
	2016	AAA	26001	CREDIT CARD INCENTIVES AND REBATES ADMIN	Yes		
	2016	AAA	26002	CREDIT CARD INCENTIVES AND REBATES DISTR	Yes		
✓	2016	AAA	29230	GARNISHMENT FEES-ADMINISTRATION	Yes		
	2016	AAA	29240	ALTERNATIVE CONTRIBUTION RATE	Yes		

E. Complete the **General Information** section.

1. At a minimum, enter the following information:
 - Fiscal Year: current fiscal year
 - Department: 3 letter alpha for agency
 - Function: 10 characters, can be numbers, letters or mixture of both
 - In order to support HRIS integration, the Function element must not include spaces in the naming convention. The space needs to be simulated by using underscore or dash characters:

GAO 55221– is not supported
GAO_55221 – is supported
 - Name: 60 characters, can be numbers, letters or mixture of both (only first 30 characters will be interfaced to HRIS)
 - Short Name: 15 characters, can be numbers, letters or mixture of both
 - Active: check box if function will be active
 - Budgeting: needs to be always checked

General Information

*Fiscal Year : 2016

*Department : AAA

*Function : 29230

*Name : GARNISHMENT FEES-A

*Short Name : GARNISHMENT FE

Contact Code :

Effective From :

Effective To :

Active : ☒

Budgeting : ☒

Description :

F. Complete the **Extended Description** section.

1. At a minimum, enter the following information:
 - Extended Description – Additional comments

Procedure – Create a Function Inference

A. **Navigate** to the Page Search table.

1. In the **Description** field, enter **FUNC***
2. Click **Browse** or **Enter**
3. Select **Function Inference** – FUNCINF

Page Search

Category :

Page Type :

Description : FUNC*

Page Code :

[Browse](#) [Clear](#)


Description	Page Code
Function Category	FNCAT
Function Class	FNCLS
Function Group	FNGRP
Function Type	FNTYP
Function	FUNC
<input checked="" type="checkbox"/> Function Inference	FUNCINF


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B. Locate existing Function Inference to be used as a template

1. Click **Search**
2. In the **Fiscal Year**, enter **2016**
3. In the **Dept.** field, enter ***your department code***

4. Click **OK**

Fiscal Year : 

Department : 

Function :

[Ok](#) [Clear](#) [Cancel](#)

C. Create the new Function Inference.

1. Select the record to copy – once selected there is a checkmark to the left of the fiscal year
2. Click **Copy**
3. Click **Paste**

<u>Fiscal Year</u>	<u>Department</u>	<u>Function</u>
2016	AAA	10580
2016	AAA	21046
2016	AAA	21050
2016	AAA	21060
2016	AAA	21080
2016	AAA	21180
2016	AAA	26001
2016	AAA	26002
✓ 2016	AAA	29230
2016	AAA	29240

D. Complete the record.


1. At a minimum, enter the following information:
 - Fiscal Year: Current fiscal year
 - Department: agency three letter reference
 - Function: When creating the Function Inference for the Function which will be used for HRIS integration (Function Type is HRIS or HRLG) you must enter at least the following elements:
 - Fund
 - Appropriation Unit
 - Unit
 - Task


Also, if the Function Type is HRIS or HRLG, then the following Chart of Accounts will be dis-allowed on the Function Inference Table:


- Object
- Department Object
- Enter other desired elements


2. Click **Save** - the new function inference will now be populated in the grid


Save Undo Delete Insert Copy Paste Search


*Fiscal Year : 2016 


*Department : AAA  STATEWIDE SYSTEMS PROCESSING


*Function : 29230  GARNISHMENT FEES-ADMINISTRATION


Fund : AA9230  PAYROLL ADMINISTRATION FUND


Sub Fund : 


Appr Unit : AA99230  Garnishment Administration


Unit : A100  GENERAL ACCOUNTING OFFICE


Sub Unit : 


Object : 


Sub Object : 


Revenue : 


Sub Revenue : 


Dept Object : 


Dept Revenue : 


Debt ID : 


Location : 


Sub Location : 


Activity : 


Sub Activity : 


Reporting : 


Sub Reporting : 


Task : 100000  General Accounting Office

Sub Task : 

Task Order : 

Program : 

Phase : 


Program Period : 


After Function and Function Inference record are established, you may proceed to updating Function Roll-up on the Function (FUNC).


Procedure - Updating Function Rollup

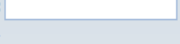
- A. **Navigate** to the Page Search table.
 1. In the **Description** field, enter **FUNC***
 2. Click **Browse** or **Enter**
 3. Select **Function - FUNC**

Page Search

Category : 

Page Type : 

Description : FUNC* 

Page Code : 

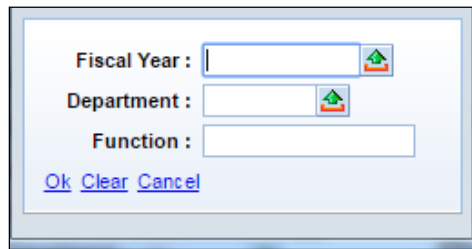
[Browse](#) [Clear](#)

	Description	Page Code
Function Category	FNCAT	
Function Class	FNCLS	
Function Group	FNGRP	
Function Type	FNTYP	
✓ Function	FUNC	
Function Inference	FUNCINF	

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B. Locate Function to be updated.

1. Click **Search**
2. In the **Fiscal Year**, enter **2016**
3. In the **Department** field, enter ***your department code***
4. In the Function field, enter the Function value to be updated
5. Click **OK**.



A screenshot of a search dialog box. It contains three input fields: 'Fiscal Year', 'Department', and 'Function'. Each field has a small icon to its right. Below the fields are three buttons: 'Ok', 'Clear', and 'Cancel'.

C. Complete the Rollup section.

1. At a minimum, enter the following information:
 - Function Type: enter Function type (HRIS or HRLG):
 - HRIS – The Function element will be included in the interface to HRIS
 - HRLG – The Function element will be included in the interface to HRIS, Maximo and TRIRIGA

Note: *You will not be able to enter Function Type until Function inference (FUNCINF) is created.*

The following error will be displayed if Function Inference has not been created.

Component	Context	Severity	Override	Message
R_FUNC		Error		The associated Function Inference (FUNCINF) entry cannot be found. (C1013)

Additional requirements for the creation of HRIS Labor Distribution Elements for agencies

Additional Chart of Accounts elements have been requested to be available for HRIS Time Entry and HRIS Employee Time Entry (ETE). These elements can be entered in addition to new AFIS Function:

- A. [HRIS Activity = New AFIS Program \(All agencies other than ADOT and EVA\)](#)
- B. [HRIS Activity = New AFIS Program and Phase \(ADOT\)](#)
- C. [HRIS Activity = New AFIS Location and Sub-Location \(EVA\)](#)
- D. [HRIS Account Category = New AFIS Program Period \(All agencies other than ADOT, EVA, and FOA\)](#)
- E. [HRIS Account Category = New AFIS Activity \(ADOT, EVA, and FOA\)](#)

A. The mapping of HRIS Activity for All agencies other than ADOT and EVA:

Activity (15) = New AFIS Department (Agency) Code (2) + New AFIS Program (10)

Example:

Agency/Department = ADA, Program = **AFCAREACT**


HRIS Activity = **ADAF CAREACT**

Currently all Programs are scheduled to be interfaced to HRIS. For Programs that should be excluded, use Program Category roll-up of EXCL.


Program Setup

Department	Program	Name	Major Program	Active	Effective From	Effective To	Billing
✓ AAA	GSAADMIN	Grant Story Admin Costs	150310	Yes			
AAA	GSDIRECT	Direct Segment for Grant Story	150310	Yes			
AAA	NIH-DIRECT	NIH-DIRECT COST	NIH	Yes			
AAA	TIFF 1 PRO	Tiff Prog 1	TIFF MP 1	Yes			
AAA	TIFF 2 PRO	Tiff Prog 2	TIFF MP 2	Yes			

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[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#) 

General Information

*Department : AAA 


*Program : GSAADMIN

Auto Generate : ☐

Prefix :


*Name : Grant Story Admin Costs


*Short Name : Admin


*Major Program : 150310 


Sub Account :

Site Location :

Program Status : 


Effective From : 

Effective To : 

Billing Agreement Date : 10/01/2014 

Active : ☒

Budgeting : ☒

Reimb Status : Allowed for Reimbursement 

Reimb Eligible : ☒


Reclass Exclusion : ☐


Major Program Effective Start Date :


Major Program Effective End Date :


General Options

Rollups

Program Class : 

Program Category : **EXCL** 

Program Type : 

Program Group : 

You must utilize the Cost Accounting Setup (CAS) and Cost Accounting Maintenance (CAM) Documents to update Program Category value.

B. The mapping of HRIS Activity for ADOT

Activity (15) = New AFIS Department (Agency) Code (2) + New AFIS Program (10) + New AFIS Program Phase (1)

Example:

Agency/Department = DTA, Program = **FFY15FHWA**, Phase = **X**

HRIS Activity = **DTFFY15FHWA****X**

Currently **all** Programs are scheduled to be interfaced to HRIS. For Programs that **should be excluded**, use Program Category roll-up of EXCL.

Program Setup							
Department	Program	Name	Major Program	Active	Effective From	Effective To	Billin
✓ AAA	GSAADMIN	Grant Story Admin Costs	150310	Yes			
AAA	GSDIRECT	Direct Segment for Grant Story	150310	Yes			
AAA	NIH-DIRECT	NIH-DIRECT COST	NIH	Yes			
AAA	TIFF 1 PRO	Tiff Prog 1	TIFF MP 1	Yes			
AAA	TIFF 2 PRO	Tiff Prog 2	TIFF MP 2	Yes			

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General Information

*Department: AAA	Effective From:
*Program: GSAADMIN	Effective To:
Auto Generate: <input type="checkbox"/>	Billing Agreement Date: 10/01/2014
Prefix:	Active: <input checked="" type="checkbox"/>
*Name: Grant Story Admin Costs	Budgeting: <input checked="" type="checkbox"/>
*Short Name: Admin	Reimb Status: Allowed for Reimbursement
*Major Program: 150310	Reimb Eligible: <input checked="" type="checkbox"/>
Sub Account:	Reclass Exclusion: <input type="checkbox"/>
Site Location:	Major Program Effective Start Date:
Program Status:	Major Program Effective End Date:

General Options

Rollups

Program Class:
Program Category: EXCL
Program Type:
Program Group:

You must utilize the Cost Accounting Setup (CAS) and Cost Accounting Maintenance (CAM) Documents to update Program Category value.

C. The mapping of HRIS Activity for EVA

Activity (15) = New AFIS Department (Agency) Code (2) + New AFIS Location (6) + “-” (1) + New AFIS Sub Location (4)

Example:

Agency/Department = EVA, Location= **010020**, Sub Location = **01**

HRIS Activity = EV**010020-01**

Location = LOC page code

Location Class rollup of “HRS” must be used by agencies for a Location Code and Sub Location Code to be available for use in the HRIS.

Location

Department	Location	Name	Active	Effective From	Effective To
✓ EVA	010020	ST JOHNS CITY OF WASTE WATER TRTMT PLNT	Yes		
EVA	010021	GARY McDONALD CAR WASH	Yes		
EVA	010022	ALASKAN OIL CO	Yes		
EVA	010023	WAITE'S UNION 76	Yes		
EVA	010024	TUCSON ELECTRIC POWER CO SPRINGVILLE	Yes		

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General Information

*Department :

EVA

*Location :

010020

*Name :

ST JOHNS CITY OF WAST

*Short Name :

1126

Contact Code :

Address 1 :

Address 2 :

City :

State :

Zip :

County :

Country :

Effective From :

Effective To :

Active :

☒

Budgeting :

☒

Description :

AZURITE PLCE ID ST JOHNS CITY OF WASTE WATER TRTMT PLNT

Longitude :

Latitude :

Rollups

Location Clas :

HRS

Location Category :

SITE

Location Type :

County :

D. The mapping of HRIS Account Category for All agencies other than ADOT, EVA, and FOA

Mapping of HRIS Account Category to the New AFIS will work as follows:

Account Category (5) = New AFIS Program Period (5)

Example:

Agency/Department = ADA, Program Period = FFY15

HRIS Account Category = FFY15

Program Period Codes are created by the Cost Accounting Setup (CAS) and Cost Accounting Maintenance (CAM) Documents

E. The mapping of HRIS Account Category for ADOT, EVA, and FOA

Account Category (5) = New AFIS Activity (5)

Example:

Agency/Department = DTA, FOA, EVA Activity = **XF15Y**

HRIS Account Category = **XF15Y**

Activity Type rollup of “HRIS” must be used by agencies for an Activity Code to be available for use in the HRIS.

The screenshot shows a web-based form for setting up an HRIS Account Category. The form is divided into two main sections: "General Information" and "Rollups/CAFR".

General Information Section:

- *Fiscal Year: 2015
- *Department: DTA
- *Activity: 0640
- *Name: Administration
- *Short Name: Administration
- Contact Code: (empty)
- Effective From: (empty)
- Effective To: (empty)
- Active: ☒
- Budgeting: ☒
- Description: (empty text area)

Rollups/CAFR Section:

- Activity Class: (empty)
- Activity Category: NONE
- Activity Type: HRIS (highlighted in yellow)
- Activity Group: (empty)
- CAFR Activity Unit: (empty)
- Major CAFR Activity Type: (empty)
- Minor CAFR Activity Type: (empty)
- Reimb Eligible: ☐
- FACP Eligible: ☒